

State of Hawaii  
Department of Public Safety  
Hawaii Paroling Authority

**Request for Proposals**

**No. PSD 08-HPA-38  
PRE-EMPLOYMENT, JOB  
DEVELOPMENT, AND JOB  
PLACEMENT SERVICES FOR  
PAROLEES ON THE ISLAND OF  
OAHU**

May 12, 2008

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

May 12, 2008

## **REQUEST FOR PROPOSALS**

### **PRE-EMPLOYMENT, JOB DEVELOPMENT, AND JOB PLACEMENTS SERVICES FOR PAROLEES ON THE ISLAND OF OAHU RFP No. PSD-08-HPA-38**

The Department of Public Safety, Hawaii Paroling is requesting proposals from qualified applicants to provide pre-employment, job development, and job placement services to approximately 30-40 parolees on the island of Oahu. The contract term will be for a twelve month period, from July 1, 2008 through June 30, 2009 or the commencement date stated on the Notice to Proceed. Multiple contracts may be awarded under this request for proposals.

Proposals shall be mailed, postmarked by the United States Postal Service on or before midnight on **June 12, 2008**, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on **June 12, 2008**, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Hawaii Paroling Authority will conduct an orientation on May 16, 2008 from 9:00 a.m. to 11:00 a.m. HST, at 919 Ala Moana Boulevard, Room 404, Honolulu, Hawaii, 96814 All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on May 23, 2008. All written questions will receive a written response from the State on or about May 28, 2008.

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, or may be made by telephone: (808) 587-1215; fax: (808) 587-1244.

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED: ONE ORIGINAL AND THREE (3)  
COPIES OF THE PROPOSAL ARE REQUIRED**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **Midnight on June 12, 2008** and received by the state purchasing agency no later than **10 days from the submittal deadline**.

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), June 12, 2008**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after **4:30 p.m., June 12, 2008**.

### All Mail-ins

Department of Public Safety  
Administrative Services Office – Purchasing and Contracts Section  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814

### PSD RFP COORDINATOR

Marc Yamamoto  
For further info. or inquires  
Phone: 587-1215  
Fax: 587-1244

### Drop-off Sites

#### **Oahu:**

Department of Public Safety  
Administrative Services Office – Purchasing and Contracts Section  
919 Ala Moana Blvd., Room 413  
Honolulu, Hawaii 96814

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# **Section 1**

## **Administrative Overview**

## Section 1

### Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state-purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

## I. Procurement Timetable

**Note that the procurement timetable represents the State's best-estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	May 12, 2008
Distribution of RFP	May 12, 2008
RFP orientation session	May 16, 2008
Closing date for submission of written questions for written responses	May 23, 2008
State purchasing agency's response to applicants' written questions	May 26, 2008
Discussions with applicant prior to proposal submittal deadline (optional)	
Proposal submittal deadline	June 12, 2008
Discussions with applicant after proposal submittal deadline (optional)	
Final revised proposals (optional)	
Proposal evaluation period	June 12-13, 2008
Provider selection	June 13, 2008
Notice of statement of findings and decision	June 16, 2008
Contract start date	July 1, 2008

## II. Website Reference

**The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>**

	<b>For</b>	<b>Click</b>
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

### **Non-SPO websites**

**(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)**

	<b>For</b>	<b>Go to</b>
8	Tax Clearance Forms (Department of Taxation Website)	<a href="http://hawaii.gov/tax/">http://hawaii.gov/tax/</a> click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	<a href="http://capitol.hawaii.gov/">http://capitol.hawaii.gov/</a> click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	<a href="http://hawaii.gov/dcca">http://hawaii.gov/dcca</a> click "Business Registration"
11	Campaign Spending Commission	<a href="http://hawaii.gov/campaign">http://hawaii.gov/campaign</a>

## III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

#### **IV. RFP Organization**

This RFP is organized into five sections:

***Section 1, Administrative Overview:*** Provides applicants with an overview of the procurement process.

***Section 2, Service Specifications:*** Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

***Section 3, Proposal Application Instructions:*** Describes the required format and content for the proposal application.

***Section 4, Proposal Evaluation:*** Describes how proposals will be evaluated by the state-purchasing agency.

***Section 5, Attachments:*** Provides applicants with information and forms necessary to complete the application.

#### **V. Contracting Office**

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

The Contracting Office is:

Department of Public Safety  
Administrative Services Office – Purchasing and Contracts Section  
919 Ala Moana Boulevard, Room 413  
Honolulu, Hawaii 96814  
Attention: Marc Yamamoto  
Telephone: (808) 587-1215  
Facsimile: (808) 587-1244  
E-mail address: [marc.s.yamamoto@hawaii.gov](mailto:marc.s.yamamoto@hawaii.gov)

## VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** May 16, 2008      **Time:** 9:00 a.m. to 11:00 a.m.  
**Location:** 919 Ala Moana Blvd., Room 404, Honolulu, Hawaii 96814

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the paragraph VII. Submission of Questions.

## VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state-purchasing agency.

Deadline for submission of written questions:

**Date:** May 23, 2008      **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

**Date:** May 26, 2008

## VIII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.
2. **Proposal Application Checklist.** Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the

order in which all components should be assembled and submitted to the state purchasing agency.

3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
  4. **Proposal Application (Form SPO-H-200A).** Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)
- E. **Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)
- **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships,

charitable organizations unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See part II, Website Reference.)

- F. **Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The “Certificate of Vendor Compliance” issued online through HCE provides the registered provider’s current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to this section’s part II. Website Reference for HCE’s website address.
- G. **Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)
- H. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

***Note that price is not considered confidential and will not be withheld.***

- I. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State-purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State-purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:
  - Postmarked after the designated date; or

- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

## **IX. Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR Section 3-143-403.

## **X. Opening of Proposals**

Upon receipt of a proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state-purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **XI. Additional Materials and Documentation**

Upon request from the state-purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state-purchasing agency in its evaluation of the proposals.

## **XII. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

### **XIII. Final Revised Proposals**

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state-purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

### **XIV. Cancellation of Request for Proposal**

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

### **XV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

### **XVI. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with HAR Sections 3-142-202 and 3-142-203.

### **XVII. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals (HAR Section 3-143-603)

- (4) Inadequate response to request for proposals (HAR Section 3-143-609)
- (5) Proposal not responsive (HAR Section 3-143-610(a)(1))
- (6) Applicant not responsible (HAR Section 3-143-610(a)(2))

## **XVIII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XIX. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state-purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Clayton Frank	Name: May Kawawaki Price
Title: Director	Title: Business Management Officer
Mailing Address: 919 Ala Moana Boulevard, Room 400, Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814
Business Address: Same as above	Business Address: Same as above

## **XX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

## **XXI. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state-purchasing agency, as deemed necessary.

## **XXII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

## **Section 2**

# **Service Specifications**

## Section 2

### Service Specifications

#### **I. Introduction**

##### **A. Overview, purpose or need**

The Hawaii Paroling Authority is responsible for the supervision for approximately 1194 parolees on the island of Oahu. Upon being released on Parole many parolees are faced with the seemingly insurmountable task of securing employment. Many have a limited work history, lack marketable skills, and have little experience in the job seeking process. The pre-employment, job development, and job placement program will fill the need to assist the parolee with the job application and interview process. It will also help the parolee find employers who are willing to hire them.

The purpose of this project is to provide pre-employment, job development, and job placement services to approximately 30-40 parolees on the island of Oahu.

##### **B. Planning activities conducted in preparation for this RFP**

The Request for Information (RFI) was issued on April 24, 2008 with comments due on May 2, 2008. A meeting was conducted with a provider to discuss the requirements of parolee employment placement, page 2-4, item 6, is the result of the discussion.

##### **C. Description of the goals of the service**

The goal of the program is to provide pre-employment, job development, and job placement services, which will enable at least fifty percent of the participants to secure full-time employment.

##### **D. Description of the target population to be served**

The project will provide services to 30-40 parolees on the island of Oahu.

##### **E. Geographic coverage of service**

Pre-employment, job development, and job placement services will be conducted on the island of Oahu.

**F. Probable funding amounts, source, and period of availability**

Funding available for fiscal year 2008 will be \$90,000.00 and \$60,000.00 for fiscal year 2009, subject to availability of funds beyond June 30, 2008. This contract may be extended for not more than 24 months or fraction thereof, subject to the availability of funds, and upon mutual agreement in writing.

**II. General Requirements****A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

Applicant must be a profit corporation under laws of the State of Hawaii or non-profit organization as determined by the Internal Revenue Services to be exempt from the federal income tax.

If a non-profit corporation, applicant must have a governing board whose members have no material conflict of interest and serve without compensation.

Applicant must have by-laws or policies that describe the manner in which business is conducted, and policies that relate to nepotism and management of potential conflict of interest situations.

Applicant should have a minimum of five (5) years of successful experience in job development, employment counseling, employer relations and coordination of services for parolees. Three of the five years shall be experience in dealing with parolee, probationers, or criminal offenders.

Applicant will be required to accept parolees who have been assessed by the Hawaii Paroling Authority as being appropriate for services, unless the applicant present to the Hawaii Paroling Authority, justifiable reason that a parolee should not be accepted into the program.

**B. Secondary purchaser participation**  
(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases - none

**C. Multiple or alternate proposals**  
(Refer to HAR Section 3-143-605)

☐ Allowed                      ☒ Unallowed

**D. Single or multiple contracts to be awarded**

(Refer to HAR Section 3-143-206)

☐ Single                      ☐ Multiple                      X Single & Multiple

Criteria for multiple awards:

**E. Single or multi-term contracts to be awarded**

(Refer to HAR Section 3-149-302)

X Single term (2 years or less)                      ☐ Multi-term (more than 2 years)

Contract terms: Award shall be for the 12-month period commencing on the date indicated on the Notice to Proceed. Refer to Section 2, Item I.F. The contract may be extended for not more than two (2) additional twelve-month periods or fraction thereof, upon mutual agreement in writing, and subject to the availability of funds.

**F. RFP contact person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider(s). Written questions should be submitted to the RFP contact person and received by the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Mr. Marc Yamamoto  
 Department of Public Safety  
 Administration Services Office-Purchasing and Contracts  
 919 Ala Moana Boulevard, Room 413  
 Honolulu, Hawaii 96814  
 Telephone: (808) 587-1215  
 Fax: (808) 587-1244

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

The applicant will provide the following tasks and responsibilities:

The applicant will provide the following services for the parolees referred to the program:

1. Provide pre-employment training, assistance in job seeking, and follow-up to include, but not limited to the following:
  - Interviewing skills
  - Assisting with resume writing
  - Time management
  - Money management
  - Communication skills
  - Job application skills (i.e. making/expecting realistic job selections)
  - Referrals to various agencies (i.e. clothing assistance, equipment)
  - Assistance with obtaining the General Educational Development (G.E.D.) diploma
2. Work with employers to provide jobs for parolees using incentive programs such as employer tax credits, targeted work experience and the Federal Bonding Program.
3. Assessment and counseling to determine the employment and training needs of the parolee. Applicant will identify personal strengths and barriers to employment.
4. Provide Life Skills training in areas necessary for parolees to become successful in seeking and maintaining employment. Those skills include resume development, interviewing skills, problem solving, and goal setting.
5. Provide job development with employers in the community to enhance their job placement. Provide job placement for parolees. Provide job coaching and employer/employee mediation. Assist parolees in answering difficult questions (i.e. gaps in employment due to incarceration/substance abuse problems) at an interview by role-playing. Assist parolees in proper communication with prospective employees.
6. Placement of the parolee in a Labor Organization or full-time gainful employment (a minimum of 32 hours per week) consistent with the initial assessment. Part-time employment of a minimum of 20 hours per week may be permitted in the cases where the parolee is mentally and/or physically disabled.
7. Maintain accurate records of all assessments and placements.
8. Upon acceptance of the parolee into the applicant's program, the provider shall openly communicate with the referring parole officer. **Immediately** notify the supervising parole officer of the parolee's lack of compliance/termination or completion of the applicant's program.

9. Applicant to provide follow-up with parolee up to thirty (30) days to assist the parolee in adjusting to his/her new employment.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

- a. Applicant shall employ staff that is suitable to deal with parolees. Applicant shall demonstrate that all employees working directly with parolees, meet licensing and or credentialing requirements.
- b. Applicant or sub-provider shall immediately notify the Hawaii Paroling Authority of the applicant's intent to hire any person serving a criminal Sentence (i.e. on furlough from a correctional facility, probation, parole or under the terms of a DAG/DANC plea.) Any employee with a criminal history shall be subject to review and approval by the Hawaii Paroling Authority.
- c. Hawaii Paroling Authority will review and agree to the employment of staff and sub-providers in writing. The Hawaii Paroling Authority must agree upon, any changes to staff and/or sub-providers in writing.

**2. Administrative**

Applicant shall operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.

Applicant is required to meet the qualifying requirements specified in Chapter 103F, Hawaii Revised Statutes.

Applicant shall comply with all codes and ordinances as required by the State of Hawaii and the City and County of Honolulu.

Applicant shall describe the ability to supervise, train, and provide administrative direction relative to the delivery of services.

Applicant shall maintain and show proof of a liability insurance policy of at least 2 million dollars.

Applicant shall maintain a formal record keeping system that ensures the confidentiality of client records.

Applicant shall have policies and procedures that set guidelines for ethical practices and standard business practices.

### 3. Quality assurance and evaluation specifications

Applicant will present a plan for collecting, analyzing, and reporting the information required to document that the applicant's goals and objectives have been reached.

Applicant shall have a quality assurance plan, which identifies the following:

- The mission of the organization
- What services will be provided
- How services will be delivered
- Who is qualified to deliver them
- Who is eligible to receive the services
- What standards are used to assess or evaluate the quality and utilization of services
- What is considered a "success"

Quality assurance plan shall:

- Serve as procedural guidelines for staff
- Confer designed individuals and committees with the authority to fulfill their responsibilities in the areas of quality assurance

Quality assurance process shall serve as a source of information for internal and external parties interested in knowing how the program monitors and improves the quality of its services.

- Findings shall be summarized and reviewed by the quality assurance committee
- Information shall be conveyed at least semi-annually to the Program Administrator (e.g., Program Director), the organization's Executive Officer (e.g. Executive Director), and Governing Body (e.g. Board of Directors).

Quality assurance system shall:

- Identify strengths and deficiencies
- Indicate corrective actions to be taken and validate corrections
- Recognize and implement innovative, efficient, or effective methods for the purpose of overall program improvement

Program evaluation shall reflect the documentation of the achievement of the stated goals of the program using tools and measurements consistent with the professional standards of the disciplines involved in the delivery of services.

Applicant will allow the appropriate agency's staff (i.e., Hawaii Paroling Authority, Department of Public Safety, Attorney General, and Judiciary) to use the Correctional Program Checklist (CPC).

#### **4. Output and performance/outcome measurements**

Applicant shall have specific outcomes, measures of effectiveness and the program evaluation. Applicant shall input the following:

- Pre and post test evaluations that measure significant gains in attitudes and behaviors.
- Job placements, including job description and rate of pay for each parolee.
- Employers contacted, including employers intent to access employer incentive programs including, but not limited to employer tax credit, work experience benefit, Federal Bonding Program.

#### **5. Experience**

Applicant shall demonstrate a minimum of five years experience in job development, employment counseling, employer relations and coordination of services of parolees. Three of the five years shall be experience in dealing with parolees, probationers or criminal offenders.

Applicant shall demonstrate experience in training staff to work with parolees.

Applicant shall demonstrate their experience in job development, employment counseling, employer relations, and coordination of services for parolees.

Applicant shall demonstrate experience in integrated case management with other employment services, educational institutions and social service agencies.

Applicant shall provide a detailed description of its qualifications, experience and track record in providing pre-employment, job development, and job placement services for parolees. This section shall include the following:

- Resumes of the applicant's staff members who will be providing the services.
- List of experience as applicant providing services to offenders.
- Success applicant has had in recruiting and retaining quality staff.

## **6. Coordination of services**

Applicant intending to provide only part of the continuum shall have and document appropriate linkages to other services on the continuum.

Applicant shall maintain a current base of information and referral sources. Such information shall be made easily accessible to staff and program recipients.

## **7. Reporting requirements for program and fiscal data**

Applicant is required to report all program and fiscal data. Applicant shall submit separately from billing, monthly program reports marked, “Confidential,” to the Hawaii Paroling Authority. Attached to each report shall be an attendance sheet that shall include the following:

- Roster of who attended each session; Roster will be signed by the parolee (first and last name)
- Roster stating the date and time of each session
- Absent parolees and reasons for absences if known (excused or unexcused)
- Signed copy of the attendance sheet by the applicant as to its authenticity

Monthly output and performance measurement reports shall be submitted in a format approved by the Hawaii Paroling Authority, no later than the 10<sup>th</sup> day of each month for the previous month’s activities. Monthly progress notes must indicate activity and status of parolee related to job search, skills training, housing, job placement, pay rate and follow-up services.

Applicant MUST report any knowledge of criminal activity by a parolee, whether potential or actual, to the Hawaii Paroling Authority (referring Parole Officer), in accordance with agreed procedures.

## **8. Pricing structure or pricing methodology to be used**

Pricing structuring is based on fixed price. The applicant should provide a reasonable estimate of the types of services it can provide for 30-40 parolees. The applicant should consider that some parolees might need more assistance than others.

## **9. Units of service and unit rate**

In order to determine a price (unit rate) for a unit of service, the applicant and state purchasing agency must negotiate the total costs (including agency administration) for operating a program at a specific capacity and divide by the total number of units of service that the program can produce at that capacity.

#### **10. Method of compensation and payment**

Monthly invoices shall be submitted in a format approved by the Hawaii Paroling Authority. Payment will be made to the applicant upon the receipt of the invoice and monthly program reports. Invoice will provide the contract number, name of parolee served, and date the parolee was served, and the type of service provided to the parolee.

#### **C. Facilities**

Applicant may discuss any off-site facility that may be used to meet parolees for the purpose of counseling, follow-up interviews or services directly related to the parolee's employment needs.

Applicant may use an off-site facility to meet with parolees, provided that it ensures client confidentiality, and meets the requirements set by the Department.

### **IV. COMPENSATION AND METHOD OF PAYMENT**

As compensation for the work to be performed by the PROVIDER, the Hawaii Paroling Authority agrees to pay the PROVIDER the total sum, not to exceed Ninety Thousand and No/100 Dollars (\$90,000) for Fiscal Year 2008 and Sixty Thousand and No/100 Dollars (\$60,000) for Fiscal Year 2009.

The following service unit rates per parolee includes all taxes, and shall be the all-inclusive cost to the Hawaii Paroling Authority:

<b>Assessment</b>	<b>\$50.00 per assessment (minimum 1 hour)</b>
<b>Pre-Employment Training</b>	<b>\$260.00 (minimum 12 hours)</b>
<b>Life Skills Training</b>	<b>\$500.00 per module (minimum 12 hours)</b>
<b>Initial Employment Placement</b>	<b>\$800.00 per placement per parolee</b>
<b>Completed Employment (30 day-Retention)</b>	<b>\$1,000.00 per placement per parolee</b>

PROVIDER shall adhere to the above number of sessions per parolee unless PROVIDER receives prior written approval (in regards to extending the maximum number of sessions stated above) from the Field Services Branch Administrator or Parole and Pardons Administrator. PROVIDER shall fax a "Request for Extension Form" to the supervising parole officer. The supervising parole officer will present

this form to the Field Services Branch Administrator or Parole and Pardons Administrator for approval or disapproval. The parole officer will then fax this form back to the PROVIDER.

PROVIDER shall submit monthly invoices, one (1) original and three (3) copies, for services rendered to the following:

Hawaii Paroling Authority  
1177 Alakea Street, Ground Floor  
Honolulu, Hawaii 96813  
Attention: Max Otani

Invoices shall be itemized by the name of each parolee and the date of each session (by category) attended during the month. Invoices shall reference the contract number and the Request for Proposal No. PSD 08-HPA-38.

A tax clearance certificate, not over two (2) months old, with an original green certified stamp, must accompany the invoice for final payment on the contract.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state-purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

## **I. Program Overview**

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

## **II. Experience and Capability**

### **A. Necessary Skills**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

### **B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services. Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

### **D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies, including, but not limited to health, mental health, social, correctional, criminal justice, educational, vocational rehabilitation agencies.

- Applicant shall describe and document arrangements with other agencies and resources in order to assist parolees.

### **E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

### **III. Project Organization and Staffing**

#### **A. Staffing**

##### **1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

##### **2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) and a copy of resumes for all executives, administrative, and program staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

#### **B. Project Organization**

##### **1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

##### **2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

#### **C. Subcontractors**

If subcontractors are to be used, a statement from each subcontractor must be included, signed by an individual authorized to legally bind the subcontractor stating:

1. Subcontractor’s name, mailing address, telephone number, fax number, and contact person;
2. General scope of work to be performed by the subcontractor;
3. Subcontractor’s willingness to perform the work indicated; and
4. Subcontractor’s qualifications and past experience.

## **IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Applicant shall include a completed description of services and activities proposed to provide pre-employment, job development, and job placement program for parolees on the island of Oahu. This section shall include, at a minimum, the following:

- A. Program philosophy
- B. Program components
- C. Description of how basic services will be provided:
  1. Pre-employment training, job seeking assistance, and follow-up.
  2. Assessment and counseling of the client to determine their training and employment needs
  3. Life skills training
  4. Job development
  5. Placement of the client into a subsidized training program and/or full-time gainful employment

## **V. Financial**

### **A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state-purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

- SPO-H205, Budget
- SPO-H-205A, Organization-Wide Budget by Source of Funds
- SPO-H-206A, Budget Justification-Personnel-Salaries and Wages

**B. Other Financial Related Materials**

**1. Accounting System**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):  
Applicant's current financial statement and any financial audits completed in the last three (3) years.

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

# **Section 4**

## **Proposal Evaluation**

## Section 4

### Proposal Evaluation

#### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

#### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

##### Evaluation Categories

##### Possible Points

##### *Administrative Requirements*

**Pass or Rejected**

##### *Proposal Application*

**100 Points**

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

**TOTAL POSSIBLE POINTS**

**100 Points**

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

##### 2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### B. Phase 2 - Evaluation of Proposal Application (100 Points)

**Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

##### 1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

<b>A. Necessary Skills</b>	<b>5</b>
• Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.	2
• Assessment tools and curriculum are identified and strategies for teaching, counseling and care of parolees are outlined.	3
<b>B. Experience</b>	<b>5</b>
• Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services and point of contact/references are included	5

<b>C. Quality Assurance and Evaluation</b>	<b>5</b>
• Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.	3
• Provides a history of job development services for parolees	2
<b>D. Coordination of Services</b>	<b>3</b>
• Demonstrated capability to coordinate services with other agencies and resources in the community.	1
• There is a plan for coordinating services for parolees.	2
<b>E. Facilities</b>	<b>1</b>
• Adequacy of facilities relative to the proposed services.	1
• Facility plan includes meeting all ADA requirements	1

## 2. *Project Organization and Staffing (15 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

<b>A. Staffing</b>	<b>6</b>
• <u>Proposed Staffing</u> : That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.	1
• <u>Staff Qualifications</u> : Minimum qualifications (including experience) for staff assigned to the program.	3
• <u>Staff Training</u> : Presents a training plan for staff that involves working with parolees.	2
<b>B. Project Organization</b>	<b>9</b>
• Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.	4
• Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.	1
• Project Director: The Project Director is involved	4

in the hiring and training of staff and delivery of  
services.

### 3. ***Service Delivery (55 Points)***

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application. The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

• There is an assessment to determine parolee needs	8
• There is a strategy outlined to meet the needs determined by the assessment	10
• Curriculum includes differentiated instructional units that include role playing, interviewing practice, applied problem solving skills, and life management skills	10
• There is a strategy for utilizing case management as a means of providing a host of coordinated support services to each parolee	10
• There is a clear supported employment plan for each parolee.	5
• There is a strategy to recruit employers through incentive programs and tax benefit packages.	4
• There is a strategy in placing parolees in jobs that have opportunity for career advancement.	4
• There is a strategy in placing parolees in supported training programs with Labor Organizations (e.g. Hawaii Carpenters Apprenticeship, Laborer's International Union of North America)	4

### 4. **Financial (10 Points)**

Price structure based on negotiated unit of service rate:

• Competitiveness and reasonableness of unit of service, applicable	5
• Adequacy of accounting system	5

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents

## Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>X</b>	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Proposal Application Table of Contents

<b>I.</b>	<b>Program Overview .....</b>	<b>1</b>
<b>II.</b>	<b>Experience and Capability .....</b>	<b>1</b>
A.	Necessary Skills .....	2
B.	Experience .....	4
C.	Quality Assurance and Evaluation .....	5
D.	Coordination of Services .....	6
E.	Facilities .....	6
<b>III.</b>	<b>Project Organization and Staffing .....</b>	<b>7</b>
A.	Staffing .....	7
1.	Proposed Staffing .....	7
2.	Staff Qualifications .....	9
B.	Project Organization .....	10
1.	Supervision and Training .....	10
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery .....</b>	<b>12</b>
<b>V.</b>	<b>Financial .....</b>	<b>20</b>
	See Attachments for Cost Proposal	
<b>VI.</b>	<b>Litigation .....</b>	<b>20</b>
<b>VII.</b>	<b>Attachments</b>	
A.	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
C.	Organization Chart	
	Program	
	Organization-wide	
D.	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
E.	Program Specific Requirements	